

DEPARTMENT OF CONSUMER PROTECTION
Consumer Protection Gaming Regulation Officer

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 165 Capitol Avenue, Hartford, CT (at Foxwoods Casino)
Unit: Gaming Division
Job Posting No: 89153
Hours: 40 Hours / Week
Salary: AR18/1 = \$53,179 annual
Closing Date: July 15, 2016 at 5pm

Note: The filling of this position will be in accordance with Sec. 5-227b Waiver of examinations, reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Also: Sec. 12-559. Of the Connecticut General Statutes require Employees **to submit to state and national criminal history records checks before being employed**. The criminal history records checks required pursuant to this section shall be conducted in accordance with section 29-17a. All persons employed pursuant to this section, with the exception of any steward, judge or veterinarian, shall be residents of the state at the time of and during the full term of their employment.

EXAMPLES OF DUTIES: Provides information and assistance to licensee, patrons and employees regarding the application of agency rules and regulations, procedures, policies and statutes; examines facility, grounds, equipment and gaming activities to assure compliance with licensing requirements, agency policy and security regulations; investigates patron complaints and effects resolutions; maintains records and prepares reports; performs related duties as required.

At a facility simulcasting racing or jai alai matches, monitor start times and ensure wagers are not accepted after start times; calculate number of tracks and racers; prepare, package and bundle entries, forms and worksheets.

When assigned to lottery review, verify lottery license is current; ensure only active games are displayed; observe lottery sales for age appropriateness; may monitor drawings.

At a casino gaming facility, monitors a casino gaming operation; observes currency exchanges and counts; observes and records movement of slot machines; identifies deficiencies in the system of internal control of a casino licensee and recommends appropriate changes; monitors state-of-the-art developments in casino operations; checks employee licenses to determine validity; may be required to lead an assigned shift in the absence of the Consumer Protection Gaming Regulation Supervisor

MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY: Knowledge of relevant state laws and regulations and agency rules; knowledge of inspection and investigation methods and techniques; knowledge of the pari-mutuel industry and operations; knowledge of the casino industry and operations; oral and written communication skills; interpersonal skills; ability to utilize computer software.

EXPERIENCE AND TRAINING: General Experience: Five (5) years of experience in administrative work involving public contact, the monitoring of service delivery or in investigatory work for a business or a governmental agency.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

WORKING CONDITIONS: Incumbents in this class may be exposed to some risk of injury from assaultive or abusive patrons.

We are seeking a candidate with the following **Preferred Skills:**

- Demonstrated organizational skills – perform assignments independently.
- Demonstrated experience in Examinations and/or Inspections; application of skills and techniques
- Demonstrated ability to research and analyze data and prepare comprehensive reports
- Demonstrated ability to review, compare and verify calculations of prize payment structures
- Demonstrated Interpersonal skills; oral and written communication skills
- Demonstrated experience with Microsoft office suite and other computer programs

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a *cover letter* which states their interest and suitability for the position, a *resume*, and an Application for Examination or Employment (Form CT-HR-12- available at: http://das.ct.gov/HR/Forms/CT-HR12_Application.pdf) no later than the closing date to:

Deborah Craig, Human Resources Specialist
Department of Administrative Services / SmART Unit
165 Capitol Avenue, 5TH Floor-East
Hartford, CT 06106

Confidential Fax: (860) 622-4921 (preferred method) OR

Email to DAS.HR.SMART@ct.gov , MUST include GRO 89153 (last name) in subject line.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.